



Department of Corrections & Rehabilitation

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-221092 – Associate Director, Employee Disability Management and Substance Abuse Testing

Final Filing Date: 11/04/2020

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

POSITION DETAILS

Job Control #: JC-221092
Position #(s): 065-545-7500-001
Classification: CEA Level A
Working Title: Associate Director, Employee Disability Management and Substance Abuse Testing
Salary Range: \$7,442.00 – \$10,696.00 per month
of Positions: 1
Work Location: Sacramento
Job Type: Career Executive Assignment, Non Tenured, Full Time
Division/Program: Division of Administrative Services / Human Resources

DEPARTMENT INFORMATION

Vision: *We enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs.*

Mission: *To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.*

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

Department Website: <https://www.cdcr.ca.gov/>

JOB DESCRIPTION AND DUTIES

Under the administrative direction of the Deputy Director, Human Resources (HR), the Associate Director (AD) provides leadership and policy direction to the following areas: Return to Work (RTW) and Family Medical Leave Act (FMLA); Medical Personnel Actions (reasonable accommodation, light duty, fitness for duty evaluations, medical demotions, transfers, and terminations); Ergonomics, Fit Testing, and Substance Abuse Testing. The AD plans, develops, and formulates comprehensive and pro-active statewide policy and procedures for the Program, including the effective and efficient delivery of services; as such, is responsible for infusing strategic thinking into the organization by embracing change, promoting effective change management, and fostering an environment strengthened by creativity and innovation. As a member of HR's Leadership Team, the incumbent serves as the principal policy advisor to Executive Leadership regarding matters relating to RTW, FMLA, Fit Testing, Substance Abuse Testing and Ergonomics. The AD consults, meets, and collaborates with, departmental executive management, control agencies, labor organizations, and other outside entities. The incumbent is expected to ensure the programs operate in compliance with laws, regulations, legislative and control agency mandates, and policies of the California Department of Corrections and Rehabilitation (CDCR).

Duties include, but are not limited to:

- Establish, oversee and evaluate policy decisions related to RTW, Medical Personnel Actions and FMLA including reasonable accommodation, limited term light duty, temporary modified work assignments, fitness for duty evaluations, medical demotions, transfers, and terminations; Ergonomics, Fit Testing, and Substance Abuse Testing. Serve as the principal policy advisor to CDCR Executive Leadership on these subject areas.

- Oversee the creation and evaluation of statewide processes and databases that track and evaluate employee disability management such as, but not limited to, RTW and FMLA. Provide leadership and direction through subordinate HQ managers and staff guidance to the Return to Work Coordinators in the field.
- Establish, oversee, and evaluate the Department's Fit Testing program. Ensure there is a tracking system created that tracks compliance and deficiencies. Work with the vendor, Facilities and California Correctional Health Care Services regarding obstacles and barriers.
- Collaborate with the Office of Legal Affairs, Office of Civil Rights, Peace Officer Selection and Employee Development, and the Office of Labor Relations to ensure a global approach to case management policy and training.
- Advise the Deputy Director, HR and other management on matters relating to, and remediation of, issues that have a fiscal or legal implication for CDCR and the State.
- Communicate information, verbally and in writing to leadership, employees, and external stakeholders. Manage the preparation of complex documents and information, including legislative bill analyses and budget documents; prepares and composes correspondence, reports, issue memos, policies, procedures, and training materials on RTW, FMLA, Medical Personnel Actions, Ergonomics, Substance Abuse Testing and Fit Testing matters. Represent the program and its work at meetings, conferences, focus groups, etc., on a variety of issues, serving as a subject matter expert. In this capacity, the incumbent will present, explain, define and educate the leadership, customers, and stakeholders on a wide variety of RTW, FMLA, Fit Testing and Ergonomic matters. Work collaboratively with internal and external stakeholders and control agencies to ensure a collaborative approach to the implementation of new policies. Represent the Department and HR at meetings, conferences and public hearings.
- Serve as a member of the HR management team, contributing to development of long and short-term strategic goals. Collaborate with the management team for the development and continuous improvement of HR organization processes.

SPECIAL REQUIREMENTS

Effective July 1, 2020, in response to the economic crisis caused by the COVID-19 pandemic, the [Personal Leave Program 2020 \(PLP 2020\)](#) was implemented. PLP 2020 requires that each full-time employee receive a 9.23 percent reduction in pay in exchange for 16 hours of PLP 2020 leave credits monthly through June 2022. Salaries do not reflect the recent changes.

Do not include any confidential information on any documents you submit for a job vacancy, such as your State application, resume, or educational transcripts. Confidential information that should be excluded or removed from these documents includes, but is not limited to, your Social Security Number (SSN), birthdate, student identification number, driver's license number (unless required), basis of eligibility, examination results, LEAP status, marital status, and age. Confidential information on the first page of applications submitted electronically online, such as Easy ID number, SSN, examination related information, and driver's license number will automatically be redacted upon submission.

Possession of Minimum Qualifications will be verified prior to interview and/or appointment. If you are meeting Minimum Qualifications with education, you must include your unofficial transcripts/diploma for verification. Official transcripts may be required upon appointment. If it is determined an applicant does not meet the Minimum Qualifications, the candidate will be withheld from the eligibility list, rendering them inactive and ineligible to be hired for the position. Candidates who have been withheld may file an appeal with the State Personnel Board.

Candidates new to CDCR or the Division of Juvenile Justice are required to submit to a background investigation process utilizing Live Scan Fingerprinting, and Tuberculosis testing prior to appointment followed by department annual Tuberculosis testing/evaluation thereafter.

APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 11/04/2020

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How to Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a completed hard copy Application Package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Corrections & Rehabilitation
Attn: Douglas Ashmore
Executive Appointments Unit
P.O. Box 942883
Sacramento, CA 94283

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents to:

Department of Corrections & Rehabilitation
Attn: Douglas Ashmore
Executive Appointments Unit
(Drop Box not available weekends and holidays)
1515 S Street, Application Drop Box
Sacramento, CA 95811

Please place applications in the "Drop Box" located in the main lobby between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications – Please see the Desirable Qualifications section for specific instructions for completing the Statement of Qualifications.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Statement of Qualifications (SOQ)

All interested applicants **must** submit a completed SOQ with the application package. Your SOQ **must** be titled "Statement of Qualifications," be no longer than four pages in length, typed, single spaced with one inch margins, using 12-point Calibri font. Each Desirable Qualification **must** be numbered and restated in its entirety, followed by your response in the same order identified below. Application packages received without the SOQ addressed as stated above will not be considered. For additional

information on how to complete an SOQ, please visit our executive careers website at: <https://www.cdcr.ca.gov/careers/career-opportunities/exams-executive/>

Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ entirely or without following the instructions identified above will result in disqualification from the examination.

1. Demonstrated, broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to Return to Work and the Family Medical Leave Act.
2. Strong management experience demonstrating a high degree of knowledge to handle sensitive issues and represent the Department's position to internal and external stakeholders, as well as the ability to collaborate across organizational lines to build strategic relationships and gain consensus to achieve common goals.
3. Demonstrated ability to instill a cohesive, team-based environment including infusing strategic thinking into an organization by embracing change, promoting effective change management, and fostering an environment strengthened by creativity and innovation.
4. Demonstrated ability to use sound judgment in developing and managing complex and varied programs, and execute innovative solutions on a variety of challenges in a fast-paced and changing environment.

EXAMINATION INFORMATION

This examination will consist of a review by an executive screening committee of the candidates' SOQ that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified on the bulletin, using predetermined evaluation criteria. The SOQ may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

BENEFITS

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at <https://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>.

This webpage is intended to provide general information. Benefit eligibility may be based on job classification, bargaining unit, time base and length of appointment.

CONTACT INFORMATION

The Human Resources Contact is available to answer questions regarding the position or application process.

Department Website: <https://www.cdcr.ca.gov/>

Human Resources Contact:

Douglas Ashmore

(916) 324-6370

Douglas.Ashmore@cdcr.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

CDCR EEO OFFICE

(916) 255-1301

Personnel-HelpDesk@cdcr.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.